

# Electoral Responsibilities

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## Outline of Primary Electoral Responsibilities for the Election Offices in New Jersey

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### A. New Jersey Attorney General (through the Division of Elections):

1. Chief Election Official in the State to assure compliance with both the federal National Voter Registration Act (NVRA), and the Help America Vote Act of 2002 (HAVA) which includes reporting requirements to the Election Assistance Commission, respectively.
2. Certifies voting machines for use in all elections.
3. Filing Officer for all federal and state public elective offices.
4. Oversees compliance with polling place accessibility for elderly and voters with disabilities.
5. Regulatory authority for voter registration, political party declarations, absentee voting, and election district requirements.
6. Clerk of the Board of State Canvassers, which certifies federal elections and state office and public question elections. The Board consists of four members of the Legislature.

### B. County Superintendent of Elections (in ten counties of New Jersey):

1. County's Commissioner of Registration, responsible for review and maintenance of the County's voter registration records.
2. Custodian of the County's voting machines.
3. Police Powers to enforce election laws pursuant to Title 19, Election Laws of New Jersey.

### C. County Board of Election\* (in all 21 counties):

1. Recruits, appoints, trains and supervises district board workers.
2. Certifies the polling places, which require inspection to insure compliance with accessibility requirements.
3. Canvasses and counts absentee and provisional ballots.
4. Issues challenger permits and badges.
5. Conducts election recounts, under court order.
6. Establishes and maintains election districts.

*\* In those eleven counties without the Office of County Superintendent of Elections, the County Board of Election acts as the County Commissioner of Registration and custodian of the voting machines, but does not have police powers.*

### D. County Clerk

1. Filing Officer for nomination petitions for county offices and petitions for independent municipal candidates.
2. Designs and prints ballot materials (i.e., absentees, emergency, machine strips, provisional and sample ballots).
3. Publishes the notice of absentee ballot availability for any statewide, countywide or school election in a regional or other school district comprising more than one municipality.
4. Reviews absentee ballot applications; if approved, sends out ballot materials; if rejected, notifies voter.
5. Clerk of the County Board of Canvassers (which is the four member County Board of Election), which certifies election results for county, partisan municipal and school elections.
6. Filing Officer for Election Law Enforcement Commission reports by county and municipal candidates.
7. Issues Certificates of Election to county and municipal candidates duly elected at general elections.

# Electoral Responsibilities

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## Outline of Primary Electoral Responsibilities for the Election Offices in New Jersey (cont'd)

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### **E. Municipal Clerk**

1. Voter registration office for the receipt of voter registration and party declaration forms.
2. Recommends polling places to the County Board of Election.
3. Assists County Superintendents and Boards of Election in assuring the proper conduct of an election.
4. Publishes the notice for absentee ballot availability in any municipal election or in school election for a school district within a single municipality.
5. For non-partisan elections, the municipal clerk is the filing officer for nomination petitions, designs and prints the ballot and certifies the election results.

### **F. School Board Secretary\***

1. Filing officer for nomination petitions for school board candidates.
2. Draws ballot position for school board elections.

***\* It is the school board that sets the hours for a school election and the hourly wages for the district board workers.***

### **G. Fire District Commission\***

1. Clerk of Fire District publishes absentee ballot notice.
2. Fire District Commissioners conduct election.

***\* County Clerk provides absentee ballot applications and ballots; County Commissioner of Registration provides registry list, and County Board of Election counts absentee ballots.***